



Commandant  
United States Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-0001  
Staff Symbol: G-M  
Phone: (202) 267-2200  
FAX: (202) 267-4839

COMDTNOTE 16000  
JUL 5 2001

# COMMANDANT NOTICE 16000

CANCELLED: JUL 4 2002

Subj: CH-12 MARINE SAFETY MANUAL, VOLUME I, ADMINISTRATION AND MANAGEMENT,  
COMDTINST M16000.6

1. PURPOSE. This Notice provides changes to subject manual for the information, use, and guidance of Coast Guard personnel assigned to marine safety duties.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanders of headquarters units, Commander, Coast Guard Activities Europe and Commander, Coast Guard Activities Far East shall ensure compliance with the provisions of this Notice.
3. DIRECTIVES AFFECTED. Enlisted Qualifications Manual, COMDTINST M1414.8B will be updated to reflect the qualification codes added to Chapter 7.
4. SUMMARY OF CHANGES.
  - a. The text of Chapter 7 paragraph C.2, Technical Level Training and Qualification, is removed and replaced to update and add technical level qualifications.
  - b. The text of Chapter 7 paragraph D.3, “Grandfather” Clause, is removed and replaced to address qualifications no longer a part of the program’s core technical training and qualification program.
5. PROCEDURES. Remove and insert the following pages:

Remove

7-11 and 7-12, CH-7

Insert

7-11, 7-12, 7-12a, and 7-12b CH-12

Line out all text above paragraph 3 on 7-13, CH-7

7-14, CH-12

7-14, CH-7

DISTRIBUTION – SDL No. 139

[illegible]

## MARINE SAFETY MANUAL

training. These core courses introduce trainees to the majority of the laws, regulations, policy documents, and standards that govern the management and operation of the Coast Guard's marine safety programs. (See also subparagraph 7.A.3.b. (1)(a) above.)

- c. Upon returning to their command, trainees may continue on-the-job Entry Level training in the WS or DO areas. When training has been completed at the Entry Level, Letters of Designation, see Figure 7-1, are issued by the command attesting to the individual's satisfactory completion of training at this level, and to the individual's ability to function as a DO or WS in a responsible and professional manner.

### 2. Technical Level Training And Qualification.

- a. **Trainees may begin OJT at the Technical Level prior to completing training at the Entry Level. However, Entry Level Training, as discussed in 7.C.1.b, must be completed before the trainee can be examined and/or issued a Letter of Designation in any Technical Level area.**
- b. **Trainees assigned to the Inspection or Compliance Department of a marine safety command complete resident training in the Marine Inspector Course (MS 452) and return to continue training at the unit and OJT in one or more areas of designation. Areas of designation are: Hull Inspector (HI); Hull Inspector-Tankship (HT); Machinery Inspector (MI); Machinery Inspector-Steam (MS); T-boat Inspector (TI); K-boat inspector (KI); Assistant Hull Inspector (FA); Assistant Machinery Inspector (FB); and Barge Inspector (BI). In addition, trainees may receive training in several optional areas of designation, depending upon the workload demands of the unit. These optional areas are: Lifteraft Inspector (LR); Dry Dock Inspector (DI); Facility Inspector (EU); Mobile Offshore Drilling Unit (MODU) Inspector (MU); Foreign Chemical Tank Vessel Inspector (ML) (also called the Letter of Compliance (LOC) Inspector); Licensing and Seaman Document Examiner (FE); Licensing and Document Evaluator (FG); Offshore Supply Vessel (OSV) Inspector (OI); Commercial Fishing Vessel Examiner\*; Foreign Vessel Inspector (FV); Foreign Tank Vessel Inspector (TV); and the Control Verification Inspector (CV).**

**\* A new Commercial Fishing Vessel Examiner (CFVE) National qualification, which fully addresses both the knowledge and skill requirements for this program, is under development. In the interim, Commanding Officers may credit a CFVE qualification as equivalent to the new CFVE for those individuals who have: completed the existing CFVE training and qualification checklist in the Commercial Fishing Industry Vessel Safety Training and Qualification COMDTINST 16711.14, demonstrated satisfactory subject matter knowledge & proficiency equivalent to current District-level OJT or Personnel Qualification Standards (PQS), and have satisfactorily performed CFVE activities (including vessel examinations, boardings, or personnel training) for a period not less than two calendar years.**

- c. **Trainees assigned to the Port Operations, Response, or Waterways Management Department of a marine safety command complete resident training in the Entry Level Port Operations Course (MS 401) and return to continue training at the unit and OJT in one or more areas of designation. Reserve personnel are afforded the opportunity to complete ELPOC in two, two-week sessions. Areas of designation are: Boarding Officer (EI), Harbor**

## MARINE SAFETY MANUAL

Safety Officer (EK), Facility Inspector (EU), Pollution Investigator (ED), and OSC's Representative (ET). Port Operations Department members may receive training in several optional areas of designation, depending upon the workload demands of the unit. These optional areas are: Contingency Planner (CP), Explosive Handling Supervisor (EB), Container Inspection (EC), Special Interest Vessel (SIV) Boarding Officer (EJ), Pistol Qualification (EP), Rifle Qualification (ER), and Shotgun Qualification (ES).

- d. Trainees assigned to the Investigation or Investigation and Analysis Department of a Marine Safety command are not entry level. Individuals should not be assigned to the Investigation Department until they have completed Technical Level training in either the Inspection or Compliance Department or the Port Operations Department. Upon completion of the entry basic level training and technical qualifications, trainees must complete training in the Investigating Officer Course (MS 472) and return to continue training at the unit and OJT in one or more areas of designation. Upon successful completion of the IOC, the Investigating Officer is eligible to return for instruction in advanced investigation skills in the Advanced Investigating Officer Course (MS 472A). Areas of designation are: Casualty Investigator (FO); Pollution Investigator (ED); Violation Investigator (EO); and Suspension and Revocation Investigator (FN).
- e. Trainees assigned to a Regional Examination Center (REC) complete OJT in Licensing Evaluator (FG) and/or Licensing Examiner (FE) areas of designation. Inspection Department training, including completion of the Inspection Department Training Course (MS 452) should be required to complete training in the Licensing Evaluator (FG) area of designation.
- f. Trainees assigned to Strike Teams should attend courses as detailed in the National Strike Force Training and Qualification instruction. Upon completion of specified courses, NSF members complete OJT and qualifications in a specific order. Areas of designation are: Response Member (EE); Response Officer (EH); Response Technician (EF); and Response Supervisor (EG).
- g. When a trainee has successfully completed each element required in the approved OJT Manual or PQS, including prerequisite OJT or PQS (see Figure 7-1a), Letters of Designation (see Figure 7-1) shall be issued by the command attesting to the individual's satisfactory completion of training in that area, and to the individual's ability to perform the job for which he or she has been trained in a responsible and professional manner. If a command chooses to grant qualifications without completion of a required prerequisite, such qualifications shall be considered local and shall be rescinded upon transfer.

# MARINE SAFETY MANUAL

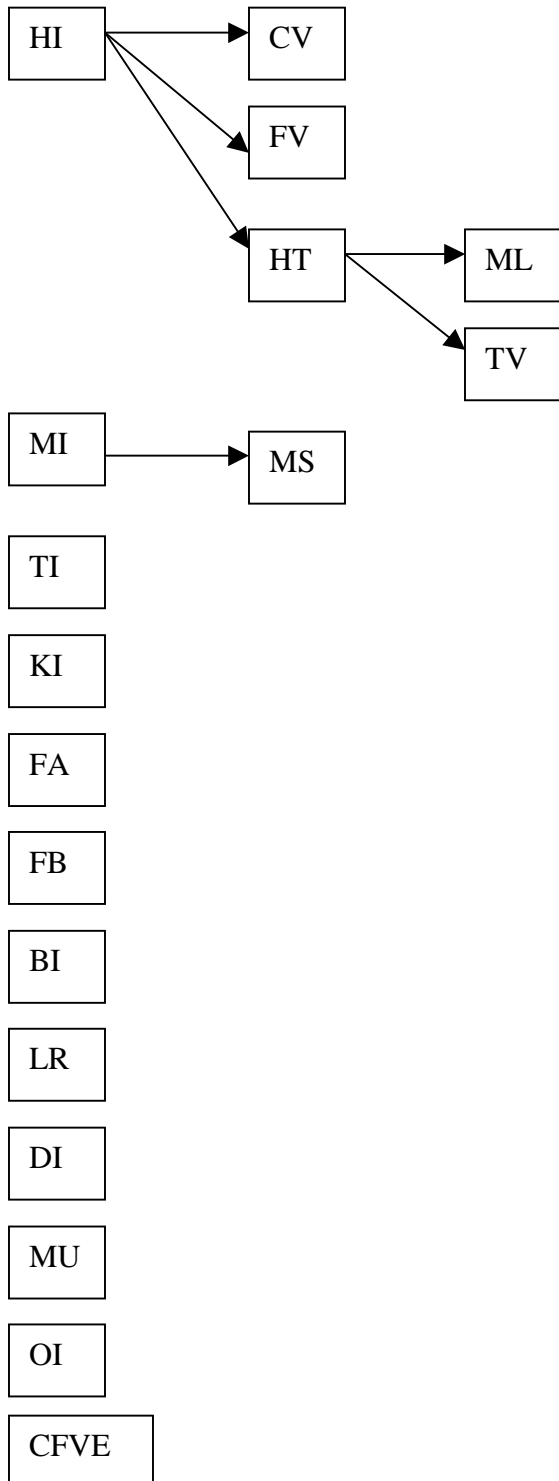
**Figure 7-1a**

## **Prerequisite requirements for OJT Manuals and/or PQS**

Inspection or Compliance Department

No Prerequisite

Must complete prerequisite



## MARINE SAFETY MANUAL

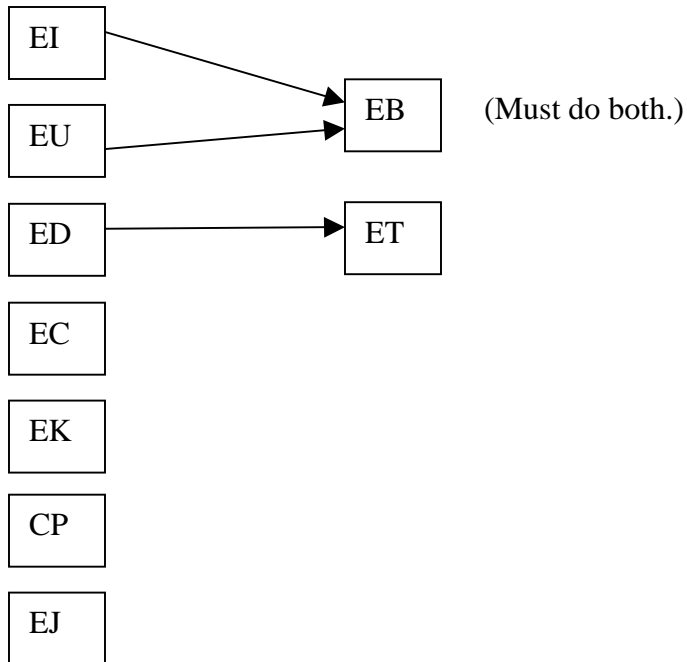
**Figure 7-1a**

### **Prerequisite requirements for OJT Manuals and/or PQS**

#### Port Operations, Response, or Waterways Management Department

No Prerequisite

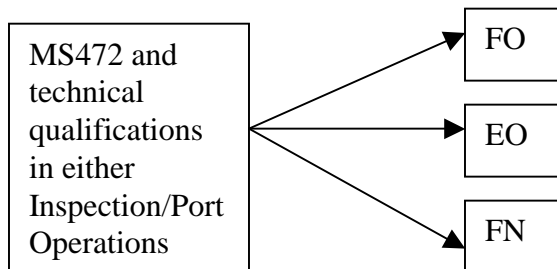
Must complete prerequisite



#### Investigation or Investigation and Analysis Department

No Prerequisite

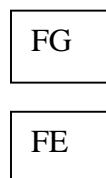
Must complete prerequisite



#### Regional Examination Center

No Prerequisite

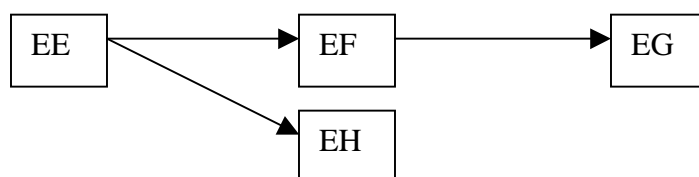
Must complete prerequisite



#### Strike Teams

No Prerequisite

Must complete prerequisite



## MARINE SAFETY MANUAL

procedures. The MSTC formulates and recommends changes in qualification policies and procedures to the marine safety program directors if and when changes seem appropriate. The MSTC performs the 11 functions listed and described in paragraph 7.B.2.a above. Two of these functions are directed specifically at the qualification of marine safety personnel (see subparagraphs 7.B.2.a. (5) and (11) above).

2. Marine Safety Training And Qualification Manual. The Marine Safety Training and Qualification Manuals (OJT Manual) list all of the knowledge and skill items required of an individual to correctly perform one or more marine safety jobs. Each manual shows how training is to be achieved by indicating which items are provided in resident courses, in unit training, in various alternative instruction materials, and in OJT.
3. **"Grandfather" Clause**. In evaluating the effectiveness and efficiency of the established qualification policies and procedures, the MSTC also updates and institutes any changes to the qualifications as directed by the program directors. In doing so, some qualification designations (earned prior to the policy or procedure changes in skill requirements) remain valid even though they are no longer part of the program's core technical training and qualification program as follows:
  - a. Personnel assigned to marine safety duty prior to 1 October 1984 will be "grandfathered" under the previous system. All personnel in marine safety billets under the previous system will be considered qualified based on assignment history and job descriptions, unless their command feels otherwise. The use of qualification checkoffs and oral examinations for "grandfathered" personnel will be at command discretion.
  - b. The following qualifications remain valid in an individual's personnel record; however, they no longer represent current policies and procedures. Physical Security Team/Maritime Security (EM), Emergency Preparedness Marine Firefighting Coordinator (EY), Recreational Boat Factory Inspector (RB), Facility Inspection Survey Team (EV), Hazardous Materials Team (EW), Marine Environmental Response Team (EX), Marine Firefighting Team (EZ), Small Passenger Vessel Inspector (SV), and Operational Training with the Marine Industry (OT).

### E. On-The-Job Training (OJT).

1. OJT Process. Training officers and/or training coordinators at marine safety field units provide the appropriate OJT Manual to persons who are beginning training for qualification in a specific area of designation. These manuals are road maps that spell out the OJT and OJQ requirements for attaining qualification. For purposes of qualification, the trainee should give the manual to the command designated qualified person, called the verifying officer, and have that person verify that each task was performed satisfactorily by the trainee.
2. Administration of OJT.
  - a. Much of the responsibility for the administration of the training program rests with the trainee. The trainee maintains his or her own OJT manual and records, and ensures that they are kept current and up to date. Each trainee is expected to take the initiative in requesting specialized training, in completing various sections of the OJT manual thoroughly and expeditiously, and in submitting completed sections of the manual to his or her